

Mary Tavy Parish Council

Locum Clerk: Mrs P. Clapham, Penton Chapel, Christow, Exeter, Devon, EX6 7NP. Tel 01647 253066
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5th June 2019

To Members of Mary Tavy Parish Council.

You are hereby summoned to attend a Meeting of Mary Tavy Parish Council, to be held **on Wednesday 12th June 2019 at 7.00 pm in the Reading Rooms, Mary Tavy for the purpose of transacting the following business.**

Members of the public and press are invited to attend the meeting.

Penny Clapham

Penny Clapham
Locum Clerk to the Council

AGENDA

1) Co-option from members of the public to fill the final vacancy on the Council.

2) PUBLIC DISCUSSION

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or other relevant matters. The period of time designated for public participation shall not exceed 15 minutes.

Reminder that members of the public are not allowed to raise issues when Council is in committee.

3) Apologies For Absence:

4) Declarations Of Interest: In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at West Devon Borough Council within 28 days of the change.

5) Motion requested by Cllr. Page – Notations in red from the Clerk.

This section is mandatory for the annual meeting from Section 5 of the Mary Tavy Standing Orders. (Cllr. Page). To be called mandatory is untrue; it is not a legal requirement: NB section as below not carried out to this level in either 2017 or 2018.

- a) Confirmation of the Minutes of the Meetings held on 10th April 2019 (Insufficient Councillors present – minimum 3) **Incorrect. (8 councillors in attendance).** and 8th May 2019. **Agenda item 10.**
- b) Receipt of minutes of the last meeting of any committee. (Personnel, Finance, Cemetery) **None**
- c) Consideration of any recommendations made by a committee. **None**
- d) Review of delegation arrangements to committee.
 - 1) Personnel Committee. **Cllrs. Wright, Dunn & Reid are currently acting HR.**
 - 2) Cemetery Committee. **Yet to be agreed.**
- e) Review of terms of reference for committees. **None exist.**
- f) Appointment of members to existing Committees. (Number of councillors and Chair).

- a) Personnel **perhaps (f) should be before (d)!**
- b) Cemetery **this is not an existing committee.**
- g) Appointment of any new committees in accordance with Standing Order 4. **Minute 5, 8th May 2019 refers.**
- h) Review of Arrangements with external authorities (Police, TASS, CAB)
- i) Review of representation on or work with other external bodies.
 - i.1) Local Parishes
 - i.2) Others: Reading Room, cultural and recreational groups.
- j) To make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future. **Need a qualified clerk (CiLCA or above).**
- k) Review of land and assets. **Asset register finally completed after numerous requests from Locum Clerk: 15th January 2019.**
- l) Review of subscriptions to other bodies.
- m) Review of the Council's Complaints Procedure. **Approved 13 March 2019**
- n) Handling of requests under Freedom of Information Act. **GDPR Policies and Procedures now in place.**
- o) Council policy with regards to press/ media and communication with parishioners. **Press in Standing Orders/Media subject to GDPR Policies/Parishioners: website, noticeboard, Jubilee News.**
- p) Determining time and place of ordinary meetings of the full Council up to and including the next annual meeting of the full council. **Not currently set. Council may revert back to 2nd Tuesday with new clerk.**

6) Further motions requested by Cllr. Page.

- 1) Presentation of Finances – agenda item 15
- 2) Correspondence – Cllr. Page to report
- 3) Quality monitoring – Cllr. Page to report

7) Chairman's Report (for information only) -

- 8) **Minutes** – to approve and sign the Minutes of the meeting held on the 8th May 2019. To include the report on the Minutes, 8th May from the Locum Clerk as to the legality of this meeting.
- 9) **Appointment of a permanent Clerk** – Council to be updated by HR Committee.
- 10) **Cemetery** – to agree Cllr. Prosser to be the council cemetery contact.
- 11) **Explanation of Variances for the audit:** circulated prior to this meeting for agreement.

12) PLANNING

Planning Applications - Dartmoor National Park has asked for comments from the Parish Council.

- a) 0215/19 Proposed construction of two detached dwellings with garages, front and rear gardens, land adjacent to Grace and Favour Cottage, Mary Tavy.

Planning Results.

- a) 0130/19 Replacement porch, Midlands House, Mary Tavy.
GRANTED.
- b) 0064/19 Replacement agricultural livestock building, South Warne, Mary Tavey.
GRANTED

13) Outside Contractor:

- i. Grass Cutting in the Recreation Field – Council to consider the costs and viability of grass cutting in the recreation field.
- ii. To consider creating a map of grass cut/spraying/other duties, in order to create a contract between Council and contractor. (Email received from Gardiner’s World and circulated prior to this meeting).

14) Speeding – through Mary Tavy. To consider requesting Devon County Council Highways take another look at ways of reducing speed through the village.

15) FINANCE

Expenditure	Locum Clerk’s Expenses May	£528.16
	Gardiner’s World May	£185.00
Income	Wayleave	£7.61
	Cemetery	£161.61

Bank reconciliation and financial summary circulated to councillors with the agenda.
Council to resolve to accept the accounts.

16) Funding Unity Trust Bank – Council’s new bankers. As the transfer of funds has not taken place due to the intransigence of the TSB Bank, Council to resolve to transfer the sum of £10,000 from the TSB to Unity Trust.

17) Letter to TSB Bank – to sign the letter authorising the transfer of funds from TSB to Unity Trust Bank and the closure of the TSB accounts.

18) Direct Debit – to agree and sign the DD mandate for the emptying of the dog bins for West Devon Borough Council.

19) Councillor's reports and External Meetings attended (for information only)

- i. Emergency warden and snow warden
- ii. Southern Parishes Link Committee representative
- iii. DNPA representative
- iv. Coronation Hall & Recreation Ground

Items for Information - The date of the next council meeting (proposed 2nd Weds in July).

Email Circulation

DALC News May ConnectMe Devon
News Release regarding recycling more.